

## OVERVIEW INFORMATION

**Issued By:** U.S. Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA)/Recovery Directorate

**Catalogue of Federal Domestic Assistance (CFDA) Number:**

97.024

**CFDA Title:** Emergency Food and Shelter National Board Program

**Funding Opportunity Announcement Title:**

Emergency Food and Shelter National Board Program

**Authorizing Authority for Program:**

Stewart B. McKinney Homeless Assistance Act of 1987, as amended, Title 3, Section 301, Public Law 100-77, 42 U.S.C 11331-11346.

**Appropriation Authority for Program:**

The Consolidated Appropriations Act, 2012, Division D, Title III, State and Local Programs (Public Law 112-74).

**FOA Number:**

DHS-12-DAD-024-000-01

**Key Dates and Time:**

Application Start Date:	07/25/2012
Application Submission Date:	08/10/2012 at 11:59:59 PM EDT
Funding Selection Date:	08/17/2012
Award Date:	08/24/2012

**Other Key Dates:** 08/24/2012 (Congressional Notification of allocations to jurisdictions)

**Application Submission Extension:** Is an extension to the application submission deadline permitted? ☒ Yes ☐ No

**Intergovernmental Review:** Is an intergovernmental review required? ☐ Yes ☒ No

# FOA EXECUTIVE SUMMARY

**Program Type:** Select the applicable program type:

☒ New ☐ Continuing ☐ One-time

Date of origin for Program: 03/24/1983

**Opportunity Category:** Select the applicable opportunity category:

☐ Discretionary/Competitive ☒ Mandatory/Non-competitive ☐ Both

## **Application Process:**

DHS makes all funding opportunities available through the common electronic “storefront” grants.gov, accessible on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

**Eligible Applicants:** The following entities are eligible to apply directly to FEMA under this solicitation:

The National Board for the Emergency Food and Shelter Program

For additional information, see the *Eligibility Criteria* section of this FOA.

**Type of Funding Instrument:** Select the applicable funding instrument

☒ Grant ☐ Cooperative Agreement ☐ Loan

***Cost Share or Match:***

☐ Cost Match ☐ Cost Share ☒ None Required

***Maintenance of Effort:***

Is there a Maintenance of Effort (MOE) requirement? ☐ Yes ☒ No

***Management and Administration:***

Up to 3.5% of the award amount may be used for administrative expenses of the Grantee.

# FULL ANNOUNCEMENT

## I. Funding Opportunity Description

### ***Program Overview and Priorities:***

The Emergency Food and Shelter National Board Program (EFSP) is a Federal program administered by the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) and has been entrusted through the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11331 et seq.) to supplement and expand ongoing efforts of local social service organizations to provide shelter, food and supportive services for hungry and homeless people across our Nation.

A National Board, chaired by FEMA, with representatives from American Red Cross; Catholic Charities USA; National Council of the Churches of Christ in the USA; The Jewish Federations of North America; The Salvation Army; and United Way Worldwide, governs the EFSP. As required by the McKinney-Vento Homeless Assistance Act, the full amount appropriated by Congress - which in fiscal year 2012 is \$120 million - will be awarded by FEMA to the National Board. The National Board will then qualify local jurisdictions for fund through a formula using national population, unemployment, and poverty statistics. The National Board has selected United Way Worldwide to serve as its Secretariat and Fiscal Agent.

Local Boards are convened in those qualifying jurisdictions to determine the highest need and best use of funds and to select local social service organizations, called Local Recipient Organizations, which will provide emergency food and shelter services. EFSP funding is open to all organizations helping hungry and homeless people and must be used to supplement feeding, sheltering, and rent/mortgage and utility assistance efforts only.

The authorizing statute (42 U.S.C. 11331 et seq.) specifically calls for "sensitivity to the transition from temporary shelter to permanent homes and attention to the specialized needs of homeless individuals with mental and physical disabilities and illness and to facilitate access for homeless individuals to other sources of services and benefits."

Also in accordance with the authorizing statute, the National Board encourages Local Boards to place special emphasis on the identification of and assistance to the elderly, families with children, Native Americans, and veterans.

### ***Program Objectives:***

The Emergency Food and Shelter National Board Program provides emergency funding to local social service organizations to assist with their established efforts to provide food and shelter services to people who are hungry or homeless, or who are at risk of being such. The assistance it provides is in the form of groceries, served meals, nights of lodging,

rent/mortgage assistance, and utility assistance. Although the services rendered are for services as they relate to families and individuals with emergency economic needs, program funds are not intended to be used in the immediate aftermath of a natural or man-made disaster.

### ***National Preparedness Goal (NPG):***

The Emergency Food and Shelter Program supports the recovery mission area of the National Preparedness Goal (NPG) by complementing actions undertaken to achieve an “all-of-Nation preparedness approach that optimizes the use of available resources.” When a disaster strikes, it is often the poor or those with economic vulnerabilities who suffer the most. By providing emergency economic assistance to keep people off the streets, from being evicted from their homes, or with groceries to prevent hunger, the EFSP prepares a population that could otherwise be more adversely impacted by a disaster situation and mitigates potential burdens imposed on recovery efforts to assist such people.

For additional details on the NPG, please refer to <http://www.fema.gov/pdf/prepared/npg.pdf>.

## **II. Funding Information**

### ***Award Amounts, Important Dates, and Extensions:***

Available Funding for the FOA: \$120,000,000  
Projected Award Start Date(s): 10/01/2011  
Projected Award End Date(s): 09/30/2013  
Period of Performance: 24 months

***Period of Performance:*** Is an extension to the period of performance permitted?

☒ Yes ☐ No

Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications why an extension is required. All extension requests must be submitted to FEMA at least 60 days prior to the end of the period of performance and must address:

- Reason for delay;
- Current status of the activity/activities;
- Approved period of performance termination date and new project completion date;
- Remaining available funds, both Federal and non-Federal;

- Budget outlining how remaining Federal and non-Federal funds will be expended;
- Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
- Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

### **III. Eligibility Information**

#### ***Eligibility Criteria:***

By law (42 U.S.C. § 11341), the National Board for the Emergency Food and Shelter Program is the only eligible applicant.

### **IV. Funding Restrictions**

#### ***Restrictions on Use of Award Funds:***

Funds are awarded to the National Board for the Emergency Food and Shelter Program for the purpose of providing emergency food and shelter to needy individuals through local non-profit and governmental social service organizations. The Emergency Food and Shelter National Board Program Manual, Phase 30, establishes the eligible use of funds and grant management requirements. Examples of the purposes for which funds cannot be used by sub-recipients can be found in the Program Manual under Ineligible Program Costs.

### **V. Application Review and Selection Information**

#### ***Application Review Information:***

The application from the National Board will be reviewed and recommended for funding by DHS/FEMA based on the program and grant criteria identified in this announcement. The recipient and any sub-recipients, in addition to the assurances made in the application, must comply with applicable statutes, regulations, OMB Circulars, terms and conditions of the award.

#### ***Application Selection Process:***

Pursuant to 42 U.S.C. § 11341, FEMA shall award a grant to the National Board for the full

amount that the Congress appropriated (\$120,000,000) for the Emergency Food and Shelter Program.

Funds will not be made available for obligation, expenditure, or drawdown until the applicant's budget and budget narrative have been approved by FEMA.

The applicant must provide a detailed budget for the funds requested. The detailed budget must be submitted with the grant application as a file attachment within [www.grants.gov](http://www.grants.gov). The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget must provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of management and administrative (M&A) costs.

## **VI. Post-Selection and Pre-Award Guidelines**

### ***Notice of Award:***

Upon approval of an application, the grant will be awarded to the grantee. The date that this is done is the "award date." Notification of award approval is made through the Non-Disaster Grants Management System (ND Grants). Once an award has been approved, a notice is sent to the authorized grant official. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award package.

The period of performance is 24 months and begins on the Project Period/Budget Period start date listed in the award package. Any unobligated funds will be de-obligated at the end of the close-out period.

### ***Administrative and Federal Financial Requirements:***

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available on page one of section 6.1.1 of <http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf>.

A complete list of Federal Financial Requirements is available at: [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms)

Reporting requirements must be met throughout the life of the grant (refer to the program guidance and the special conditions found in the award package for a full explanation of these requirements). Any reports or documents prepared as a result of this grant shall be in compliance with Federal "plain English" policies, directives, etc. Please note that PARS contains edits that will prevent access to funds if reporting requirements are not met on a timely basis.



**Federal Financial Report (FFR) – required quarterly.** Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425), which replaced the SF-269 and SF-272 and which is due within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, the FFR is due no later than April 30). A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld if these reports are delinquent. The final FFR is due 90 days after the end date of the performance period.

**FFRs must be filed according to the process and schedule below:**

FFRs must be filed electronically through PARS.

Reporting periods and due dates:

- October 1 – December 31; *Due January 30*
- January 1 – March 31; *Due April 30*
- April 1 – June 30; *Due July 30*
- July 1 – September 30; *Due October 30*

The recipient and any sub-recipient(s) must, in addition to the assurances made as part of the application, comply and require each of its subcontractors employed in the completion of the project to comply with all applicable statutes, regulations, executive orders, OMB Circulars, terms and conditions of the award.

Also refer to the requirements in the Program Manual.

***Programmatic Reporting Requirements:***

The Grantee shall provide the following performance reports to the EFS Program Manager in the Recovery Directorate:

- A. Quarterly Performance Report – A performance report submitted within thirty days after the end of each quarter of the fiscal year on the status of the program. The report must include the number of Local Boards reporting, the number of LROs receiving funds, the actual dollars disbursed, the number of payments made by check, the number of payments made through the electronic funds transfer (EFT) system, and other information as requested by FEMA. The report is due January 30, April 30, July 30 and October 30.

Final Performance Report – A final performance report submitted on or before December 31, 2013. The report must summarize the use of the funds and program compliance by all the Local Boards and include a final tally sheet on the disposition of all awarded funds.

## **VII. DHS FEMA Contact Information**

### ***Contact and Resource Information:***

#### **1. Grant Programs Directorate (GPD):**

FEMA GPD's Grant Administration and Assistance Division will provide fiscal support, including pre- and post-award administration and technical assistance, to the grant programs included in this solicitation. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@dhs.gov](mailto:ASK-GMD@dhs.gov).

#### **2. Program Office Contact:**

Troy R. (Randy) Windham  
Program Manager  
Emergency Food and Shelter Program  
Recovery Directorate  
FEMA  
500 C Street, SW  
Washington, DC 20472  
202-646-3539 (office)  
[randy.windham@dhs.gov](mailto:randy.windham@dhs.gov)

## **VIII. How to Apply**

### **A. Address to Request Application Package**

FEMA makes all funding opportunities available through the common electronic "storefront" [grants.gov](http://www.grants.gov), accessible on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the [grants.gov](http://www.grants.gov) customer support hotline at (800) 518-4726.

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## **B. Content and Form of Application**

All applicants must file their applications using the Administration's common electronic "storefront" - [www.grants.gov](http://www.grants.gov). Eligible grantees must apply for funding through this portal, accessible on the Internet at [www.grants.gov](http://www.grants.gov).

The application must be started and submitted using [www.grants.gov](http://www.grants.gov) after Central Contractor Registration (CCR) is confirmed. The on-line application includes the following required forms and submissions:

- Standard Form 424, Application for Federal Assistance

The application must be completed and submitted through ND Grants located at <https://portal.fema.gov>. If you need assistance registering for ND Grants, please contact FEMA's Enterprise Service Desk at 1-888-457-3362. ND Grants includes the following required forms and submissions:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)
- Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying
- FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Provide detailed budget

## **IX. Application and Submission Information**

Applicants may obtain FOA Overviews and Full Announcement information from the Grants.gov website where the full FOA is posted.

For a hardcopy of the full announcement, please write or fax a request to:

*Troy R. (Randy) Windham*  
*(202) 212-1002 (fax)*

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: 1-800-462-7585.